

SCOPE OF WORK

Patient Information Counter Modifications Greystone
Park Psychiatric Hospital
Morris Plains, Morris County, NJ

Project No. M1626-00

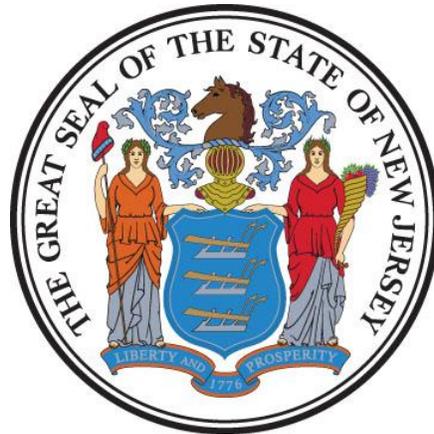
STATE OF NEW JERSEY

Honorable Mikie Sherrill, Governor

Honorable Dr. Dale G. Caldwell, Lt. Governor

DEPARTMENT OF THE TREASURY

Aaron Binder, Acting State Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Thomas A. Edenbaum, Director

Date: January 13, 2026

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I. OBJECTIVE

The objective of this project is to modify 18 Patient Information Counters (PIC) at nurses' stations in the patient wards of Greystone Park Psychiatric Hospital (GPPH) to enhance security while maintaining patient access.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the following discipline(s):

- **P001 Architecture**

The Consultant shall also have in-house capabilities or Sub-Consultants pre-qualified with DPMC in:

- **P002 Electrical Engineering**
- **P025 Estimating/ Cost Analysis**

As well as, **any and all** other Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The initial Construction Cost Estimate (CCE) for this project is \$ 1,002,344.27

The Consultant shall review this Scope of Work and provide a narrative evaluation and analysis of the accuracy of the proposed project CCE in its technical proposal based on its professional experience and opinion.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$ 1,483,470.00

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

The CWE is the client agency’s financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change in Scope of Work through a Contract amendment.

C. CONSULTANT’S FEES

The construction cost estimate for this project *shall not* be used as a basis for the Consultant’s design and construction administration fees. The Consultant’s fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations. The Consultant’s proposed design and construction schedule shall be in Gantt chart format and calendar day durations with start and finish dates for each task.

PROJECT PHASE	ESTIMATED DURATION (Calendar Days)
1. Site Access Approvals & Schedule Design Kick-off Meeting	14
2. Investigation Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
3. Design Development Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Comment</i>	14
4. Final Design Phase	42
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
5. Final Design Re-Submission to Address Comments	7 (See Note)
• <i>Project Team & DPMC Plan/Code Unit Review & Approval</i>	14
6. DCA Submission Plan Review	30

7. Permit Application Phase	7
• <i>Issue Plan Release</i>	
8. Bid Phase	42
9. Award Phase	28
10. Construction Phase	180
11. Project Close Out Phase	30

Note: The Final Design Phase is considered complete upon the release of Construction Documents by either the DPMC Code Group or the Department of Community Affairs (DCA).

B. CONSULTANT’S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction schedule with its technical proposal that is similar in format and detail to the schedule depicted in **Exhibit ‘A’**. The schedule developed by the Consultant shall reflect its recommended project phases, phase activities, activity durations.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Greystone Park Psychiatric Hospital
59 Koch Avenue
Morris Plains, NJ 07950-4400

See **Exhibit ‘B’** for the project site location map.

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. DPMC Representative:

Name: Ronald Kraemer, Project Design Manager
Address: Division of Property Management & Construction
20 West State Street, 3rd Floor
Trenton, NJ 08608-1206
Phone No: (609) 203-2532
E-Mail: Ronald.Kraemer@treas.nj.gov

2. DHS Representative:

Name: Ripenrai Nagar, Project Manager
Address: Department of Human Services
222 South Warren Street, PO Box 700
Trenton, New Jersey 08625-0700
Phone No: Cell: (609) 940-2023
E-Mail: Ripenrai.Nagar@dhs.nj.gov

VI. PROJECT DEFINITION

A. BACKGROUND

Greystone provides inpatients psychiatric services to patients throughout Northern New Jersey. While the hospital is relatively new in comparison to other DOH facilities, it has been in operation for over eight years and can accommodate 530 patient beds.

B. FUNCTIONAL DESCRIPTION OF THE BUILDING

The Greystone Park Psychiatric Hospital is a 3-story block and steel building and is approximately 440,073 sq. ft. The central area of the hospital is 2-stories with an auditorium, beauty/barber shop, clinics, dentist office on the first floor and administration offices on the second floor. There are three (3) patient wings A/B, D/E, and F/G. Each of the patient wings are 3-stories and house twelve (12) double bedrooms with private bathrooms, separate shower rooms, day rooms, dining room, classrooms, treatment rooms, patient storage and laundry facilities.

Each of the 18 Patient Information Counters (PIC) is circular in construction and has portions of the counter at a lower level to accommodate patients in wheelchairs. See **Exhibit ‘C’** for photos. Some patients have presented challenges to staff due to aggressiveness with easy access across the counter. Enhanced security for staff is desired. The Consultant shall investigate and present options for this enhanced security while maintaining patient services.

The Department of Health (DOH) has been awarded capital funds through an MOU and the Debt Defeasance and Prevention Fund (DDPF). However, bids for Phase 1 for the design of two of the PICs were too high and Phase 1 was cancelled. The Phase 1 design included a transaction window up to the underside of the ceiling that prompted costly changes to HVAC diffusers, fire suppression heads and lighting. A new concept is required to avoid costly changes to the ceiling.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. INVESTIGATION PHASE

1. Investigation

The Consultant shall conduct an investigation and research similar existing facilities and their solutions to staff security while maintaining patient services.

Investigate patient information counters (18) at the nurses’ station in the patient wards and propose modifications or replacement to ensure patient service while ensuring the safety of the staff behind the counters. The Consultant shall adhere to barrier free accessibility codes requirement where applicable.

Note: A previous project was designed that resulted in extending the ceiling to the underside of the security ceiling. The facility is requesting a new solution that does not extend all the way to the ceiling, maintaining a welcoming and therapeutic presence, while protecting staff.

2. Investigation Report and Presentation

Provide three (3) bound copies of the Investigation Report to the Project Manager. The document shall be presented in an 8 ½” x 11” bound booklet that contains a Table of Contents describing all of the information contained in the document and an Executive Summary with a list of recommendations.

An oral presentation shall be made to the Project Team describing the findings of the investigation conducted and the recommendations for upgrade or replacement. The Consultant may not proceed with the design phase of the project until the Project Team has reviewed the report and approved the recommendations made for this project.

All supporting documentation such as calculations, photographs, drawings, catalog cuts, correspondence, meeting minutes, and any other data obtained shall be included in the report appendix for reference.

All cost data shall be in sufficient detail for each related division of the latest CSI format and shall also be summarized on the DPMC 38 Cost Analysis form(s).

B. DESIGN REQUIREMENTS

As per approved recommendations in the Investigation Phase, the Consultant shall provide design, specifications, bid/award and construction administration services to modify 18 patient information counters at the nurses' station in the patient wards of Greystone Psychiatric Hospital. Consultant must adhere to the guidelines by the New York State Department of Health regarding environmental modifications, such as using shatterproof materials, to support individuals with behavioral health challenges, as well as the Facility Guidelines Institute (FGI Guidelines).

Only one unit can be evacuated at a time.

All the electrical outlets and connections shall be removed and replaced accordingly.

C. ADDITIONAL REQUIREMENTS

The following miscellaneous general requirements shall apply to this project.

- 1. Contractor's Use of the Premises:** The Contractor's use of the premises shall be as indicated in **Exhibit 'E', Use of Vendors and Contractors**, attached at the end of this scope. Any additional use requirements shall be reviewed and approved by the Using Agency.
- 2. Demolition Material:** Describe the approved storage methods of all demolition materials, location of dumpsters, protection of dumpsters, removal requirements and security issues in the design documents. If components of the existing systems are not to be reused, they shall be removed in their entirety and legally disposed. **No components shall be "abandoned in place"**.
- 3. Equipment Protection at the Construction Site:** Provide a detailed drawing which depicts the approved method of protecting the furniture, carpeting, interior finishes. Procedures for the security of materials and equipment in the facility must be established and included in the specification. Approved methods of dust control and cleaning the construction site after each workday must be described in the design documents.
- 4. Working Hours:** Working hours (7:30am-4:00pm) shall be as determined by the facility staff. Consultant and Contractors are advised that due to the nature of this Facility, shift work and/or phased construction may be required. All costs related to site meetings, project

inspections, regularly scheduled job meetings, etc., shall be included in the Consultant's base bid.

5. **Equipment Training:** Coordinate the training of the new fire detection and suppression systems with Using Agency personnel and equipment vendors. Manuals shall be issued that contains the operating procedures, parts list, detailed drawings, catalog cuts, and maintenance procedures for all equipment installed in the building. The content of the manuals and training sessions, and the length of the training sessions shall be reviewed and approved by the DPMC Project Team members prior to the training seminar.

D. HAZARDOUS MATERIALS SURVEY AND REPORT

Consultant shall survey the building, review past reports and documents and, if deemed necessary, collect samples of materials that will be impacted by the construction/demolition activities and analyze them for the presence of hazardous materials including:

- a. Asbestos in accordance with N.J.A.C. 5:23-8, Asbestos Hazard Abatement Subcode.
- b. Lead in accordance with N.J.A.C. 5:17, Lead Hazard Evaluation and Abatement Code.
- c. PCB's in accordance with 40 CFR 761, Polychlorinated Biphenyls (PCBs) Manufacturing, Processing, Distribution in Commerce, and Use Prohibitions. Consultant shall engage a firm certified in the testing and analysis of materials containing PCB's.
- d. Mold and other items as necessary.

Consultant shall document their procedure, process and findings and prepare a "Hazardous Materials Survey Report" identifying building components impacted by construction activities requiring hazardous materials abatement. Consultant shall provide three copies of the "Hazardous Materials Survey Report" to the Project Manager.

Consultant shall estimate the cost of hazardous materials sample collection, destructive testing as necessary, tests and analysis and preparation of the Hazardous Materials Survey Report and include that amount in their fee proposal line item entitled "**Hazardous Materials Testing and Report Allowance,**" refer to paragraph XIII.B.

Based on the Hazardous Materials Survey Report, Consultant shall provide construction documents for abatement of the hazardous materials impacted by the work in accordance with the applicable code, subcode and Federal regulations.

Consultant shall estimate the cost to prepare construction documents for hazardous materials abatement and include that amount in their fee proposal line item entitled "**Hazardous Materials Abatement Design Allowance,**" refer to paragraph XIII.C.

Consultant shall estimate the cost to provide “Construction Monitoring and Administration Services” for hazardous materials abatement activities and include that amount in their fee proposal line item entitled “**Hazardous Materials Construction Administration Allowance,**” refer to paragraph XIII.D.

There shall be no “mark-up” of sub consultant or subcontractor fees if sub consultants or subcontractors are engaged to perform any of the work defined in section VII.E “Hazardous Building Materials Survey and Report.” All costs associated with managing, coordinating, observing and administrating sub consultants and subcontractors performing hazardous materials sampling, testing, analysis, report preparation and hazardous materials construction administration services shall be included in the consultant’s lump sum fee proposal.

E. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

It shall also be the responsibility of the Consultant to arrange and require all critical Sub-Consultants to be in attendance at the design review meetings.

Record the minutes of each design meeting and distribute within three (3) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Design Presentations:

The minimum number of design presentations required for each phase of this project is identified below for reference:

Investigation Phase: One (1) oral presentation at phase completion.

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

Design Development Phase: One (1) oral presentation at phase completion.

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

Final Design Phase: One (1) oral presentation at phase completion.

One (1) working meeting halfway through phase.

One (1) oral presentation at phase completion.

F. EXISTING DOCUMENTATION

Copies of the following documents will be provided to each Consulting firm at the pre-proposal meeting to assist in the bidding process.

- (Greystone Psychiatric Hospital – New Main Building, 6-15-2005, and by: Vitetta)

Review these documents and any additional information that may be provided at a later date such as reports, studies, surveys, equipment manuals, as-built drawings, etc. The State does not attest to the accuracy of the information provided and accepts no responsibility for the consequences of errors by the use of any information and material contained in the documentation provided. It shall be the responsibility of the Consultant to verify the contents and assume full responsibility for any determination or conclusion drawn from the material used. If the information provided is insufficient, the Consultant shall take the appropriate actions necessary to obtain the additional information required.

All original documentation shall be returned to the provider at the completion of the project.

VIII. PERMITS & APPROVALS

A. NJ UNIFORM CONSTRUCTION CODE PLAN REVIEW AND PERMIT

The project construction documents must comply with the latest adopted edition of the NJ Uniform Construction Code (NJUCC).

The latest NJUCC Adopted Codes and Standards can be found at:

<https://www.nj.gov/dca/codes/codreg/ucc.shtml>

1. NJUCC Plan Review

Consultant shall determine the cost of the NJUCC Plan Review by DCA and provide this information to DHS. DHS will pay the NJUCC Plan Review Fee.

Upon approval of the Final Design Phase Submission by DPMC, the Consultant shall submit the construction documents to the DCA, Bureau of Construction Project Review to secure a complete plan release.

As of July 25, 2022, the DCA is only accepting digital signatures and seals issued from a third party certificate authority.

Procedures for submission to the DCA Plan Review Unit can be found at:

https://www.state.nj.us/dca/divisions/codes/forms/pdf_bcpr/pr_app_guide.pdf

Consultant shall complete the “Project Review Application” and include the following on Block 5 as the “Owner’s Designated Agent Name”:

Trevor M. Dittmar, DPMC
PO Box 235
Trenton, NJ 08625-0235
Trevor.Dittmar@treas.nj.gov 609-984-5529

The Consultant shall complete the NJUCC “Plan Review Fee Schedule,” determine the fee due and pay the NJUCC Plan Review fees, refer to Paragraph X.A.

The NJUCC “Plan Review Fee Schedule” can be found at:

https://www.nj.gov/dca/codes/forms/pdf_bcpr/pr_app_guide.pdf

2. NJUCC Permit

Upon receipt of a complete plan release from the DCA Bureau of Construction Project Review, the Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections. The “Agent Section” of the application and certification section of the building sub-code section shall be signed. These documents, with **six (6) sets of DCA approved, signed and sealed construction documents** shall be forwarded to the DPMC Project Manager.

The Consultant may obtain copies of all NJUCC permit applications at the following website:

<https://www.nj.gov/dca/codes/resources/constructionpermitforms.shtml>

All other required project permits shall be obtained and paid for by the Consultant in accordance with the procedures described in Paragraph VIII.B.

3. Prior Approval Certification Letters

The issuance of a construction permit for this project may be contingent upon acquiring various “prior approvals” as defined by N.J.A.C. 5:23-1.4. It is the Consultant’s responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: Soil Erosion & Sediment Control; Water & Sewer Treatment Works Approval; Coastal Areas Facilities Review; Compliance of Underground Storage Tank Systems with N.J.A.C. 7:14B; Pinelands Commission, Highlands Council; Well Construction and Maintenance; Sealing of Abandoned Wells with N.J.A.C. 7:9D; Certification that all utilities have been disconnected from structures to be demolished; Board of Health Approval for Potable Water Wells; and, Health Department Approval for Septic Systems. It shall be noted that in accordance with N.J.A.C. 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

4. Multi-building or Multi-site Permits

A project that involves many buildings and/or sites requires that a separate permit shall be issued for each building or site. The Consultant must determine the construction cost estimate for *each* building and/or site location and submit that amount where indicated on the permit application.

5. Special Inspections

In accordance with the requirements of the NJUCC N.J.A.C. 5:23-2.20(b), Bulletin 03-5 and Chapter 17 of the International Building Code, the Consultant shall be responsible for the coordination of all special inspections during the construction phase of the project.

Bulletin 03-5 can be found at:

https://www.nj.gov/dca/codes/publications/pdf_bulletins/b_03_5.pdf

a. Definition

Special inspections are defined as an independent verification by a certified special inspector for **Class I buildings and smoke control systems in any class building**. The special inspector is to

be independent from the Contractor and responsible to the Consultant so that there is no possible conflict of interest.

Special inspectors shall be certified in accordance with the requirements in the NJUCC.

b. Responsibilities

The Consultant shall submit with the permit application, a list of special inspections and the agencies or special inspectors that will be responsible to carry out the inspections required for the project. The list shall be a separate document, on letter head, signed and sealed.

B. OTHER REGULATORY AGENCY PERMITS, CERTIFICATES AND APPROVALS

The Consultant shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals (excluding the NJUCC permit and DCA plan review fee) that will govern and affect the work described in this Scope of Work. An itemized list of these permits, certificates, and approvals shall be included with the Consultant’s Technical Proposal and the total amount of the application fees should be entered in the Fee Proposal line item entitled, **“Plan Review and Permit Fee Allowance.”**

The Consultant may refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph **“9. REGULATORY AGENCY APPROVALS”** which presents a compendium of State permits, certificates, and approvals that may be required for this project.

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) in order to meet the approved project milestone dates. Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be revoked, or should the standard have undergone substantial change or revision from the time that the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

IX. BIDDING AND CONTRACT AWARD RESPONSIBILITIES

The Bidding and Contract Award Phase commences with receipt of the required permits, UCC plan release and verification that funding is in place for construction. The Consultant shall refer to the DPMC “Procedures for Architects and Engineers Manual”, Paragraph **“17. BIDDING AND CONTRACT AWARD”** for all requirements for this phase available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

X. CONSTRUCTION ADMINISTRATION RESPONSIBILITIES

The A/E and their sub-consultants shall, unless otherwise specified in the project specific Scope of Work, provide site administration during the construction of the project. The services required of such site administration shall include, but shall not be limited to, attend and chair the pre-construction meeting, conduct weekly field observations, attend and chair regularly scheduled bi-weekly job meetings, review/approve shop drawings, submittals, and respond to RFI's.

The Consultant shall refer to the DPMC "Procedures for Architects and Engineers Manual", Paragraph "18. CONSTRUCTION PHASE" for all construction administration requirements available at

<https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XI. PROJECT CLOSE-OUT PHASE

The DPMC Project Manager has the full responsibility for the planning, scheduling, and execution of project close-out activities. The A/E is responsible to cooperate with the DPMC Project Manager in the planning, scheduling, and execution of project close-out activities. The Consultant shall refer to the DPMC "Procedures for Architects and Engineers Manual", Paragraph "19. PROJECT CLOSE-OUT PHASE" for all requirements available at

<https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf>.

XII. ALLOWANCES

A. PLAN REVIEW AND PERMIT FEE ALLOWANCE

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below. This allowance is only for plan review or permits that the consultants foresee in addition to or beyond UCC/DCA plan review and permitting.

1. Permits

The Consultant shall determine the various permits, certificates, and approvals required to complete this project.

2. Permit Costs

The Consultant shall estimate the application fee costs for all of the required project permits, certificates, and approvals (excluding the NJUCC permit and DCA plan review fee) and include

that amount in its fee proposal line item entitled “**Plan Review and Permit Fee Allowance**”. A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJUCC permit and DCA Plan Review are excluded since they will be paid for by the State.

3. Applications

The Consultant shall complete and submit all permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant’s permit fee allowance. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the DPMC Project Manager for distribution during construction.

4. Consultant Fee

The Consultant shall determine what is required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of its fee proposal under the “Final Design Phase” column.

Any funds remaining in the permit allowance will be returned to the State at the close of the project.

B. HAZARDOUS MATERIALS TESTING AND REPORT ALLOWANCE

Consultant shall estimate the costs to complete the hazardous materials survey, sample collection, testing and analysis and preparation of a “Hazardous Materials Survey Report” noted in paragraph VII.D and enter that amount on their fee proposal line item entitled “**Hazardous Materials Testing and Report Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to, the following information:

- Description of tasks and estimated cost for the following:
 - Sample collection;
 - Sample testing; and,
 - Preparation of a Hazardous Materials Survey Report.

Any funds remaining in the Hazardous Materials Testing and Report Allowance will be returned to the State at the close of the project.

C. HAZARDOUS MATERIALS ABATEMENT DESIGN ALLOWANCE

Consultant shall estimate the costs to prepare construction documents for hazardous materials abatement noted in paragraph VII.D and enter that amount on their fee proposal line item entitled “**Hazardous Materials Abatement Design Allowance.**” Consultant shall attach a detailed cost

breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Abatement Design Allowance will be returned to the State at the close of the project.

D. HAZARDOUS MATERIALS CONSTRUCTION ADMINISTRATION ALLOWANCE

Consultant shall estimate the cost to provide Construction Monitoring and Administration Services for hazardous materials abatement as noted in paragraph VII.D and enter that amount on their fee proposal line item entitled “**Hazardous Materials Construction Administration Allowance.**” Consultant shall attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include a description of the tasks to be performed and the estimated cost of each task.

Any funds remaining in the Hazardous Materials Construction Administration Allowance will be returned to the State at the close of the project.

PROJECT NAME: Patient Information Counter Modifications
PROJECT LOCATION: Greystone Park Psychiatric Hospital
PROJECT NO: M1626-00
DATE: January 13, 2026

XIII. SOW SIGNATURE APPROVAL SHEET

This Scope of Work shall not be considered a valid document unless all signatures appear in each designated area below.

The client agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work (including the subsequent contract deliverables and exhibits) and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY: Cecile Guirguis 01-13-2026
CECILE GUIRGUIS, PROJECT MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: James Wright 1/13/2026
JAMES WRIGHT, MANAGER DATE
DPMC PROJECT PLANNING & INITIATION

SOW APPROVED BY: Ripenrai Nagar 1/13/2026
RIPENRAI NAGAR, PROJECT MANAGER DATE
CLIENT AGENCY REPRESENTATIVE

SOW APPROVED BY: Ronald W Kraemer 01/14/2026
RONALD KRAEMER, PROJECT MANAGER DATE
DPMC PROJECT MANAGEMENT GROUP

SOW APPROVED BY: Jeanette M Barnard 1.22.26
JEANETTE M. BARNARD, DEPUTY DIRECTOR DATE
DIV PROPERTY MGT & CONSTRUCTION

XIV. CONTRACT DELIVERABLES

The following are checklists listing the Contract Deliverables that are required at the completion of each phase of this project. The Consultant shall refer to the DPMC publication entitled “Procedures for Architects and Engineers,” 3.0 Edition, dated September 2022 available at <https://www.nj.gov/treasury/dpmc/Assets/Files/ProceduresforArchitectsandEngineers.pdf> for a detailed description of the deliverables required for each submission item listed. References to the applicable paragraphs of the “Procedures for Architects and Engineers” are provided.

Note that the Deliverables Checklist may include submission items that are “S.O.W. Specific Requirements.” These requirements will be defined in the project specific scope of work and included on the deliverables checklist.

This project includes the following phases with the deliverables noted as “Required by S.O.W” on the Deliverables Checklist:

- **INVESTIGATION PHASE;**
- **DESIGN DEVELOPMENT PHASE;**
- **FINAL DESIGN PHASE;**
- **PERMIT APPLICATION PHASE;**
- **BIDDING AND CONTRACT AWARD;**
- **CONSTRUCTION PHASE; and,**
- **PROJECT CLOSE-OUT PHASE.**

XV. EXHIBITS

- A. SAMPLE PROJECT SCHEDULE FORMAT
- B. PROJECT SITE LOCATION MAP
- C. PHOTOS
- D. GPPH USE OF VENDORS AND CONTRACTORS

END OF SCOPE OF WORK

Deliverables Checklist Investigation Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
12.3.1.	A/E Statement of Site Visit						
12.3.2.	Narrative Description of Project						
12.3.3.	Building Code Information Questionnaire						
12.3.4.	Space Analysis						
12.3.5.	Special Features						
12.3.6.	Catalog Cuts						
12.3.7.	Site Evaluation						
12.3.8.	Subsurface Investigation						
12.3.9.	Surveys						
12.3.10.	Fine Arts Inclusion						
12.3.11.	Design Rendering						
12.3.12.	Regulatory Approvals						
12.3.13.	Utility Availability						
12.3.14.	Diagrammatic Sketches/Drawings (6 Sets)						
12.3.15.	Specifications (6 Sets)						
12.3.16.	Current Working Estimate/Cost Analysis in CSI Format						
12.3.17.	Project Schedule						
12.3.18.	Formal Presentation						
12.3.19.	Scope of Work Compliance Statement						
12.3.20.	Program Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist Design Development Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
14.4.1.	A/E Statement of Site Visit						
14.4.2.	Narrative Description of Project						
14.4.3.	Building Code Information Questionnaire						
14.4.4.	Space Analysis						
14.4.5.	Special Features						
14.4.6.	Catalog Cuts						
14.4.7.	Site Evaluation						
14.4.8.	Subsurface Investigation						
14.4.9.	Surveys						
14.4.10.	Arts Inclusion						
14.4.11.	Design Rendering						
14.4.12.	Regulatory Approvals						
14.4.13.	Utility Availability						
14.4.14.	Drawings (6 Sets)						
14.4.15.	Specifications (6 Sets)						
14.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
14.4.17.	Project Schedule						
14.4.18.	Formal Presentation						
14.4.19.	Plan Review/Scope of Work Compliance Statement						
14.4.20.	Design development Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist Final Design Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
15.4.1.	A/E Statement of Site Visit						
15.4.2.	Narrative Description of Project						
15.4.3.	Building Code Information Questionnaire						
15.4.4.	Space Analysis						
15.4.5.	Special Features						
15.4.6.	Catalog Cuts						
15.4.7.	Site Evaluation						
15.4.8.	Subsurface Investigation						
15.4.9.	Surveys						
15.4.10.	Arts Inclusion						
15.4.11.	Design Rendering						
15.4.12.	Regulatory Approvals						
15.4.13.	Utility Availability						
15.4.14.	Drawings (6 Sets)						
15.4.15.	Specifications (6 Sets)						
15.4.16.	Current Working Estimate/Cost Analysis in CSI Format						
15.4.17.	Project Schedule						
15.4.18.	Formal Presentation						
15.4.19.	Plan Review/Scope of Work Compliance Statement						
15.4.20.	Final Design Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Deliverables Checklist Bidding and Contract Award Phase

A/E Name: _____

A/E Manual Reference	Submission Item	Required by S.O.W.		Previously Submitted		Enclosed	
		Yes	No	Yes	No	Yes	No
17.1.1.	Notice of Advertising						
17.1.2.	Bid Proposal Form						
17.1.3.	Bid Clearance Form						
17.1.4.	Drawings (6 Sets)						
17.1.5.	Specifications (6 Sets)						
17.1.6.	Construction Schedule						
17.3	Pre-Bid Conference/Mandatory Site Visit						
17.3.1.	Meeting Minutes						
17.4	Bulletins						
17.5	Post Bid Meeting						
17.6.	Contract Award "Letter of Recommendation"						
17.8.	Bid Protests - Hearings						
17.9.	Bidding and Contract Award Phase Deliverables Checklist						
S.O.W. Reference	S.O.W. Specific Requirements						

This checklist shall be completed by the Design Consultant and included as the cover sheet of this submission to document to the DPMC the status of all the deliverables required by the project specific Scope of Work.

Consultant Signature

Date

Typical DPMC Project - Random Selection of Design Consultant

ID	Task Name	Start	Finish	Duration	Half 2, 2025							Half 1, 2026							Half 2, 2026							Half 1, 2027						
					A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M		
0	Typical Project Model	Mon 5/19/...	Fri 4/9/27	691 days																												
1	Project Initiation Phase	Mon 5/19/25	Mon 7/14/25	57 days																												
2	Project Funding Received	Mon 5/19/25	Mon 5/19/25	1 day																												
3	Schedule Site Visit	Thu 5/22/25	Thu 5/22/25	1 day																												
4	Site Visit	Fri 5/30/25	Fri 5/30/25	1 day																												
5	Prepare Draft SOW	Mon 6/2/25	Fri 6/6/25	5 days																												
6	Distribute Draft SOW for Review	Mon 6/9/25	Mon 6/9/25	1 day																												
7	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days																												
8	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days																												
9	Review SOW	Tue 6/10/25	Mon 6/23/25	10 days																												
10	Receive Comments Revise SOW	Tue 6/24/25	Mon 6/30/25	5 days																												
11	Distribute Final SOW for Review & Signature	Tue 7/1/25	Tue 7/1/25	1 day																												
12	Review & Sign SOW	Wed 7/2/25	Wed 7/2/25	1 day																												
13	Review & Sign SOW	Mon 7/7/25	Mon 7/7/25	1 day																												
14	Review & Sign SOW	Thu 7/10/25	Thu 7/10/25	1 day																												
15	Forward SOW to Procurement	Mon 7/14/25	Mon 7/14/25	1 day																												
16	Consultant Selection Phase	Tue 7/15/25	Mon 9/1/25	49 days																												
17	Prepare Solicitation, Advertise Proj	Tue 7/15/25	Wed 7/16/25	2 days																												
18	Select Firms - Random Selection	Thu 7/17/25	Thu 7/17/25	1 day																												
19	Conduct Preproposal Meeting	Mon 7/28/25	Mon 7/28/25	1 day																												
20	Consultant Questions Due - Prepare and Issue Addenda	Tue 7/29/25	Tue 7/29/25	1 day																												
21	Receive Proposals - Distribute for Review	Tue 8/12/25	Tue 8/12/25	1 day																												
22	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days																												
23	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days																												
24	Review & Rank Proposals	Wed 8/13/25	Tue 8/19/25	5 days																												
25	Determine Rankings, Open Fee Proposals and Distribute to Committee	Wed 8/20/25	Wed 8/20/25	1 day																												
26	Negotiate Fee	Thu 8/21/25	Wed 8/27/25	5 days																												
27	Provide Funding for Consultant Contract	Thu 8/28/25	Thu 8/28/25	1 day																												
28	Complete Recommendation to Award	Thu 8/28/25	Fri 8/29/25	2 days																												
29	Consultant Contract Award	Sat 8/30/25	Mon 9/1/25	2 days																												
30	Design Phase	Sun 9/7/25	Fri 5/8/26	244 days																												
31	Design Contract "Kick-Off" Meeting	Sun 9/7/25	Mon 9/8/25	2 days																												
32	Program Design Phase	Tue 9/9/25	Mon 10/6/25	28 days																												
33	Receive Program Submittal & Distribute for Review	Tue 10/7/25	Thu 10/9/25	3 days																												

Typical DPMC Project - Random Selection of Design Consultant

Project: Typical Project Model
Date: Wed 4/9/25

Task		Summary		External Milestone		Inactive Summary		Manual Summary Rollup		Finish-only	
Split		Project Summary		Inactive Task		Manual Task		Manual Summary		Deadline	
Milestone		External Tasks		Inactive Milestone		Duration-only		Start-only		Progress	

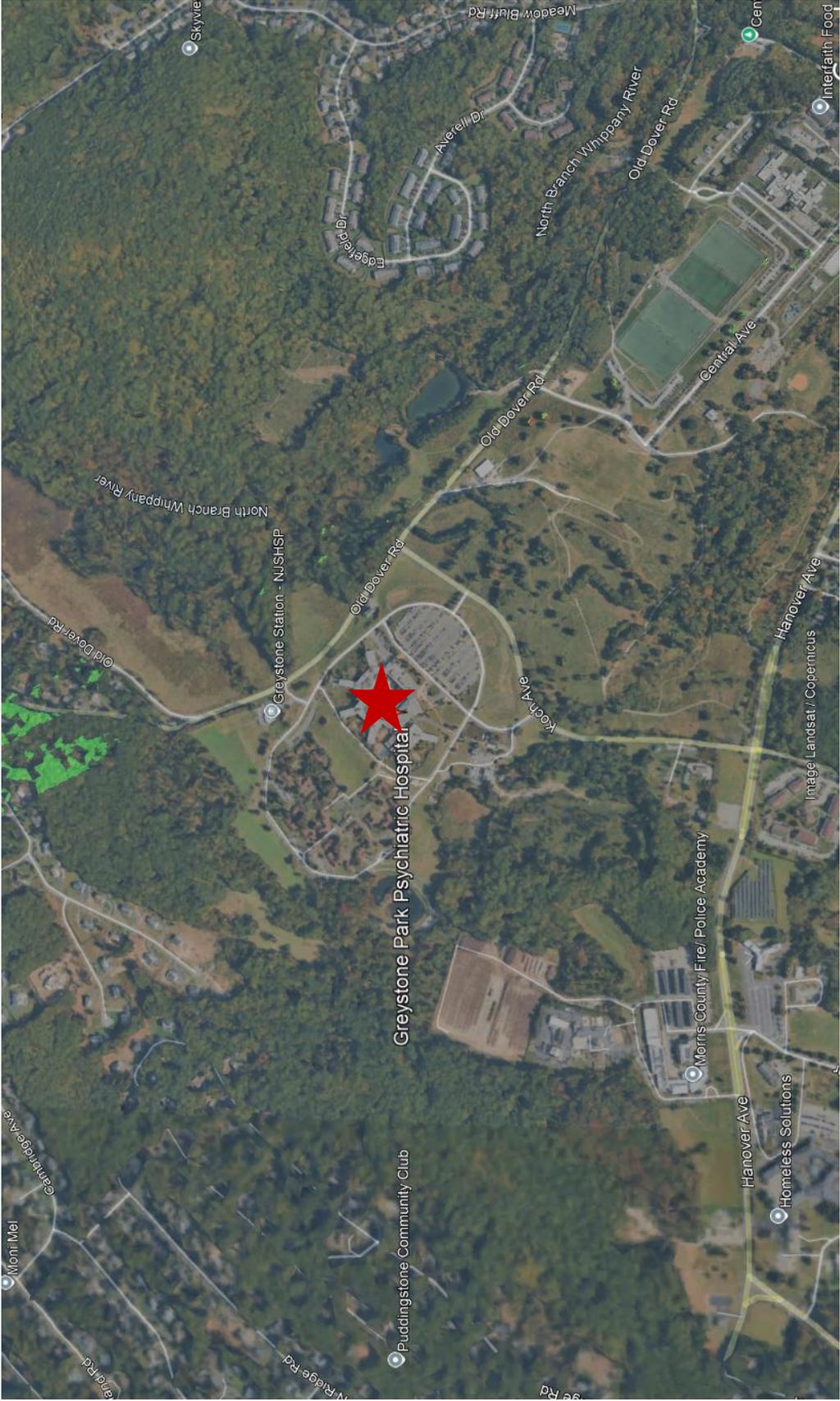


EXHIBIT 'B'

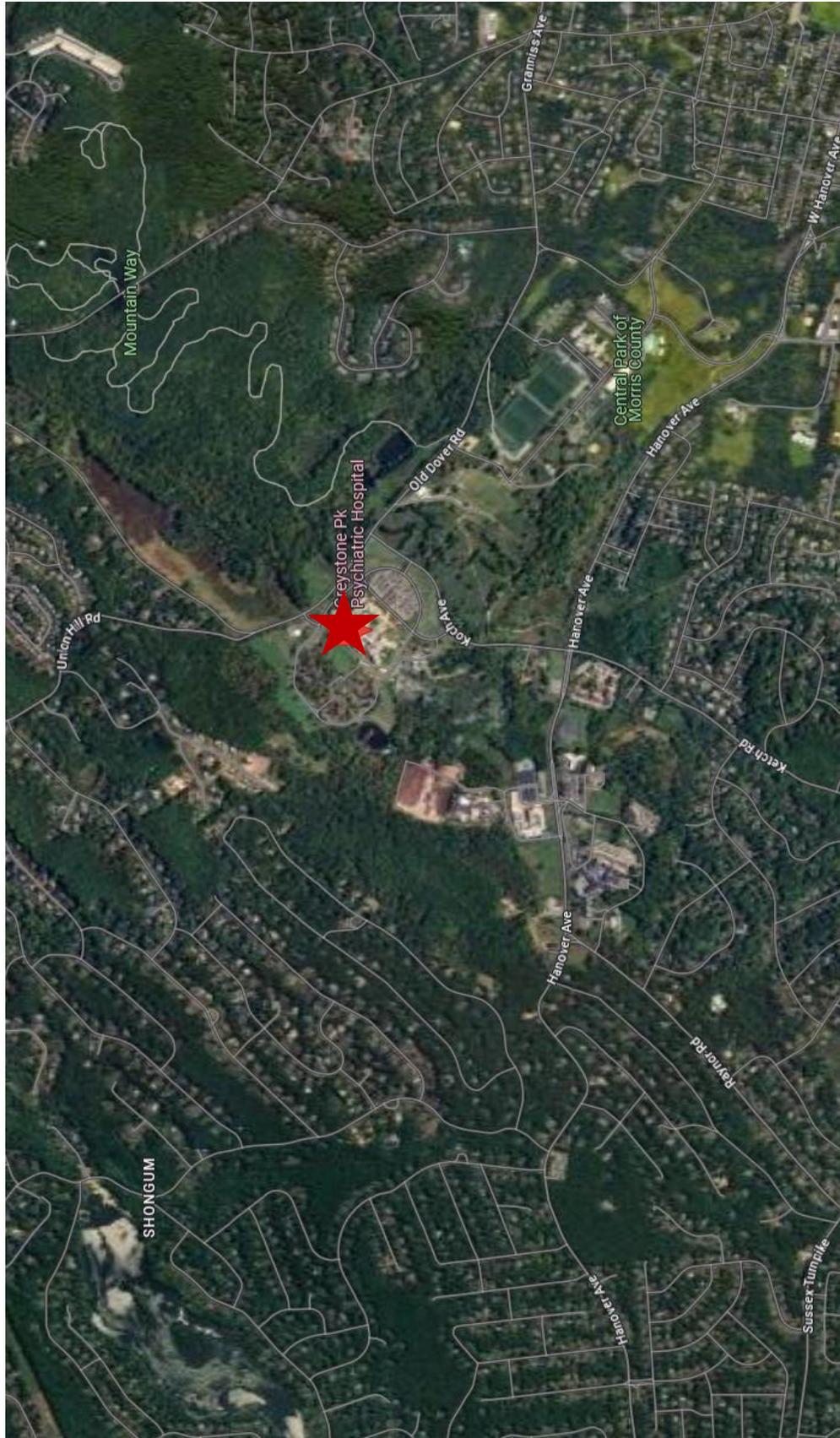
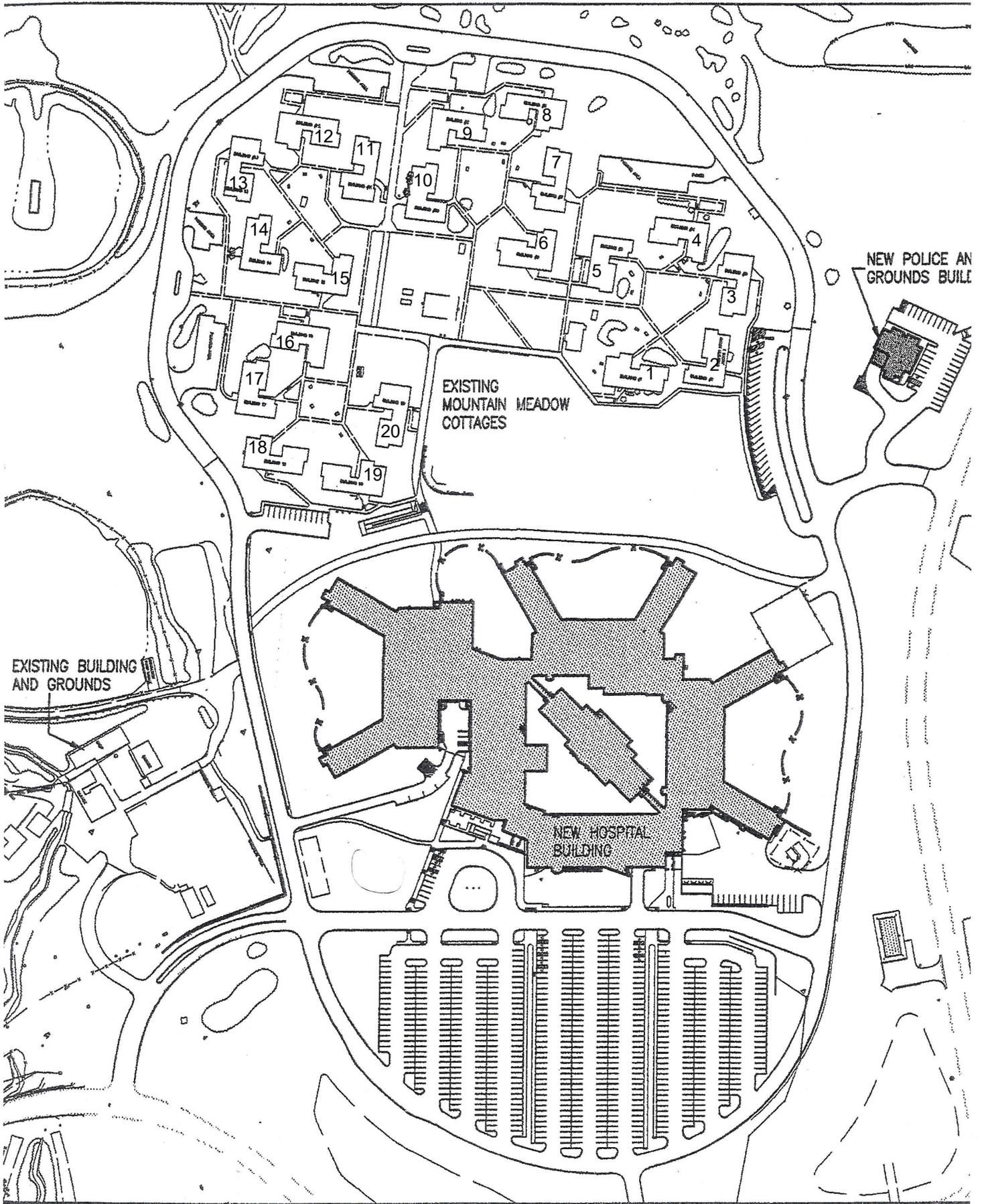


EXHIBIT 'B'



GPPH SITE MAP

EXHIBIT 'B'



EXHIBIT 'C'



EXHIBIT 'C'



EXHIBIT 'C'

GREYSTONE PARK PSYCHIATRIC HOSPITAL ADMINISTRATIVE PROCEDURE		
Subject: USE OF VENDORS AND CONTRACTORS		
Section: AD-EC-1030	Issued: 12/4/12	Revised: 1/6/15, 12/20/17

I. PURPOSE

To establish a mechanism by which the use of any contractor or vendor hired or working within the campus of Greystone Park Psychiatric Hospital follows a uniform procedure to ensure safety and appropriate completion of work. This policy does not include contractors hired to provide clinical services to our population.

II. POLICY

It is the policy of GPPH to adhere to the Notice to Contractors protocol regardless of which department or discipline is utilizing the services of an outside vendor or contractor.

III. DEFINITIONS

NEO: New Employee Orientation at Greystone Park Psychiatric Hospital

GPPH: Greystone Park Psychiatric Hospital

IV. PROCEDURE

1. Any outside vendor or contractor entering GPPH must sign in at the Front Desk. If the vendor or contractor has not completed NEO, then they must be escorted by GPPH staff.
2. Any Department looking to introduce new items to the Hospital for patient use would first need approval from the Safety Department. Director of Chaplaincy, or designee, will ensure any new items purchased for the GPA store are approved by the Safety Office before they are sold. Department Heads will ensure all contact information is obtained and submitted to the Business Office for file before the vendor does any transactions with the Hospital. (see Contractor/Vendor Signature form)
3. All outside vendors and contractors performing work on or for the facility will adhere to the attached protocol. The requesting Department or Discipline Head will ensure the attached protocol is reviewed and the signature form is completed before the vendor or contractor arrives to the hospital. Completed forms will be sent to the Business Office for file. The Business Office will ensure the forms are completed with any contractor or vendor that is part of a state contract.

_____{Signature on File}_____
Chief Executive Officer

Date

EXHIBIT 'D'

- I. All contractors/ vendors will report to the Front Lobby and sign in at the front desk. The following information will be provided upon entrance to the Hospital:
 - A. The Department that they are working with and contact person in the Department.
 - B. The location where they will be working.
 - C. Number of employees on site.
 - D. Obtain an I.D. badge from the Guard. If the contractor\vendor has an approved badge from GPPH, they present it when they arrive.

- II. When the contractor/ vendor is finished for the day:
 - A. They are escorted back to the front lobby by the appropriate department if they are not authorized to travel independently throughout the Hospital.
 - B. Return ID Badge (s).
 - C. Sign Out

- III. All contractors/vendors working within the confines of the institutional property must conform to the rules and regulations of the Hospital. Employees who observe or are knowledgeable of contractors/vendors that violate Hospital policies/procedures will notify the Chief Operating Officer or Business Office personnel immediately.

- IV. Contractors/vendors who do not willingly conform to Hospital policy and procedure will be removed from the Hospital.

- V. The Department responsible for the contractor/vendor shall distribute this policy again at the first working meeting and ensure compliance as needed.

- VI. **RESPONSIBILITIES:**
 - A. **Parking:** Areas are subject to varying time limits for parking. All contractors/vendors will park in approved areas. Special accommodations must be approved by the Chief Operating Officer or designee before the first day of work.
 - B. **Locked Cars:** When parked, all vehicles are to be locked. Human Services Police will remove keys left in vehicles. A violation in this area may result in ability to come back on Hospital grounds. Permission for re-entry to the Hospital grounds will be decided by Chief Executive Officer or designee.
 - C. **Fire Regulations:** Welding and other work involving an open flame is prohibited without permission from the Fire Chief or designee. Fire Chief or designee will instruct all contractors\vendors of required precautions and instructions as needed.

EXHIBIT 'D'

- D. **Keys/Access Cards:** Contractors/vendors who are provided keys/access cards will resume full responsibility for exercising the utmost care in preventing the elopement of patients. All keys must be signed in/out at the front desk and returned to the Hospital daily. Under certain circumstances, with Administrative approval, a Contractor may be allowed to hold onto construction cored keys until completion of a project. This must be approved by the Deputy CEO or Chief Operating Officer.
- E. **I. D. Badges:** I.D. Badges will be issued after signing in at the front desk and are always to be worn within the confines of Hospital property. ID badges are to be returned daily when signing out. (see letter D above)
- F. **Ladders and Scaffolding:** Must be properly attended to while work is in progress. Never leave a ladder in position without someone in attendance, and consult with the Engineer in Charge concerning safeguards for scaffolding that cannot be removed at the end of a workday.
- G. **Materials:** All materials are to be stored in places protected from access by patients. Chemicals that are hazardous must be securely protected from patient access. Material Safety Data Sheets (MSDS) must be provided to the Safety Department upon usage.
- H. **Pictures:** Photographs are never to be taken without permission of one of the Deputy Chief Executive Officer, Chief Operating Officer, or designee.
- I. **Gifts of Money:** Vendors/contractors will not give any gifts or money to any staff or patient (s).
- J. **Regulations:** Contractor/vendors are subject to the same regulations as those governing regular institutional personnel, which prohibits their bringing on the grounds any alcoholic beverages, firearms, ammunition, hunting knives, or other items that can be dangerous. When it becomes necessary to utilize tools that can be dangerous in nature, it is incumbent upon the users to keep them out of patients' reach.
- K. **Personal Conduct:** Workers are not to fraternize with patients at any time. Discretion should be exercised in relationships with employees, while common courtesy and cooperation are expected of our employees always. No contractor/vendor is authorized to enter locked areas without the permission of authorized staff.
- L. **Excavations:** When excavations are made, the contractor must make them safe by erecting a temporary perimeter fence totally enclosing the area. The fence must be a minimum of 48" in height and sufficient in strength to prevent a person from falling into the excavation. If the excavation is in or is around vehicular traffic, lighted barriers must also be used and if necessary, signs or barriers to divert vehicular traffic around the excavation must be present. Utility mark outs must be performed prior to excavation and all contractors/vendors working within the confines of institutional property must conform to regulations governing the functioning of the Hospital for the safety and welfare of patients.
- M. **Wall Penetrations:** Before wall penetrations are to occur the rating of the walls involved must be confirmed with the Engineering Department by the requesting department and vendor. The vendor will acquire appropriate materials which will be documented with the Safety Department who ensures that it meets specifications. When wall penetrations are required to perform the job, the requesting

EXHIBIT 'D'

Department must:

- a. Notify the Fire Department.
- b. Verify that all penetrations are **closed and sealed at the end of each day.**
- c. Ensure that all penetrations are closed and sealed **when the job is completed.**
- d. The requesting Department is responsible to evaluate and ensure that all wall penetrations are closed and sealed during and after the job is completed. The Fire Department or Safety Department checks that the seals are completed and ensures that the safety data sheets are obtained. This will be kept on file in the Safety Department.
- e. The requesting Department is responsible to provide to the Fire and Engineering Departments a summary of and the locations of all wall penetrations generated during the project. The Engineering Department will then update the existing drawings to reflect the location of the work. Additionally, no wall penetrations are to occur without the Engineering Department being notified of the wall rating.

NOTE: It is the responsibility of all contractors/vendors to ensure the closure of any junction boxes that may have been opened during their work on Hospital Grounds. The Department responsible for the contractors/vendors will ensure all junction boxes are secured by hired parties.

Please note that any repair or replacement that alters the physical structure of the Hospital must be reported and approved by Engineering before the work is permitted to start.

Greystone Park Psychiatric Hospital Contractor/Vendor Form

- 1- Date: _____
- 2- Company Name: _____
- 3- Company Rep.'s Name (s) _____
- 4- Date work will begin? End? _____
- 5- Number of Employees completing work: _____
- 6- Have you read and understand "Notice of Contractors" policy?
- 7- Department Requesting your service: _____
- 8- Name /Contact Person at GPPH: _____
- 9- Work (Project) to be Performed: _____
- 10- Location / Area of Work to be Performed: _____